

**WAUKESHA COUNTY HEALTH AND HUMAN SERVICES
JOINT CONFERENCE SUB-COMMITTEE
MINUTES
Monday, September 13, 2010**

Board Members Present: Michael O'Brien, Joe Vitale, Dennis Farrell, Janel Brandtjen
Board Members Excused: Pauline Jaske

Staff Members Present: Dr. Michele Cusatis, Mike DeMares, Janet Koller, Elizabeth Doria,
Janet Rasmussen, Cindy Buchholz,

Staff Members Excused: Dr. James Rutherford, Dr. Rada Malinovic, Pat Russell, Peter
Schuler, Don Maurer, Mary Lu Visauer

Guest Present: Jane Zenner

Chair O'Brien called the meeting to order at 1:30 PM.

Introductions were made.

Announcements:
2011 Meeting Dates

A list of 2011 meeting dates were given to all attendees. The dates are March 7, June 6, September 12 and December 5 for 2011.

MOTION: Dennis Farrell made a motion seconded by Janel Brandtjen to approve the meeting dates of the Joint Conference Committee for 2011. All voted and the motion was carried.

Minutes:

The June 7, 2010 Joint Conference Committee Meeting Minutes were reviewed.

MOTION: Janel Brandtjen made a motion seconded by Dennis Farrell to approve the minutes of the June 9, 2010 meeting as published. All voted and the motion carried.

Hospital Statistics:

The hospital statistics for July 2010 were distributed. There were 84 admissions and 79 discharges during the month of July. The average length of stay to date is 6.4 days compared to our 6.2 budgeted amount. The June billing was done late in the month and some of the June billing will be reflected on the August report. The Medicare revenue was impacted by a number of patients who have exhausted their inpatient days under Medicare B. Dr. Cusatis also stated that projected hospital revenue is currently ahead of budget. Janel Brandtjen asked about the zero amounts in T-19 during the months of June and July. The last time this was an issue it was because of delayed billing. Dr. Cusatis checked with Fiscal staff, and that is not the case now.

MOTION: Dennis Farrell made a motion seconded by Janel Brandtjen to accept the July statistics report. All voted and the motion carried.

Performance Improvement:

Janet Rasmussen reported the following departments have met all of their Performance Improvement standards for this quarter: Pharmacy, Social Work, Infection Control, Medically Managed Detox of Chapter 51.45 patients, Housekeeping, and Facilities Management. The following departments did not meet their threshold in one or more areas for this quarter: Health Information, Inpatient Psychiatry, Medical Services, Nursing, Psychology, Lab, and Seclusion and Restraint.

Most of the deficiencies fall into the area of not recording complete information on a timely basis. When asked about variability in the data, Janet Rasmussen responded that there are some areas that are always in compliance and some that fluctuate.

MOTION: Janel Brandtjen made a motion seconded by Dennis Farrell to approve the Performance Improvement report as stated. All voted and the motion carried.

Utilization Review:

Elizabeth Doria reported on this topic. The unit census is currently high. There are six patients here longer than 14 days. Four need continued treatment before they are ready for discharge and two are awaiting placement. Insurance has remained challenging as there have been more denials and requests for retrospective reviews. The on call weekend social workers have been making notifications to the insurance companies of admission over the weekend in an attempt to streamline the process and decrease retrospective reviews.

Janel Brandtjen asked if the information she provided about Mental Health Parity has proven useful. Beth Doria reported that she has used it successfully in two cases. She expressed concern about applicability for those patients from small employers, since parity does not apply to companies that employ fewer than 50 people. According to Dr. Cusatis, companies subject to parity that offer behavioral health coverage must provide coverage at par with medical services. Concern has been raised that companies may opt out of providing mental health services because of this.

MOTION: Janel Brandtjen made a motion seconded by Dennis Farrell to accept the report. The motion was voted on and carried.

Medical and Psychological Staff:

Dr. Cusatis reported on this topic on behalf of Dr. Rutherford who is not in attendance. Dr. Rutherford granted temporary privileges to a physician who provided a week of coverage in August. His credential file is complete with the exception of his privilege verification from one facility. Dennis Farrell asked if the committee can appoint him conditionally based on receipt of final documentation. All his other credentials have been received and verifications are complete.

MOTION: Joe Vitale made a motion seconded by Dennis Farrell to conditionally accept the appointment of the candidate in a positive manner contingent upon acceptance of the remainder of the credentials. All voted and the motion carried.

Vitale asked if we would then be at proper staffing. We have an open half time position in psychiatry and we have two candidates interviewing this week. DeMares stated we are presently fully staffed in the hospital, but the outpatient area is missing a half time psychiatrist. We are hiring a half time psychiatrist for the hospital at which time he anticipates Dr. Kim will transition to full-time status in the outpatient clinic, rather than splitting his time between the hospital and clinic.

Hospital Services Update:

Policies and Procedures

Dr. Cusatis stated she will present a list of policies that were reviewed this year and had either no changes or some minor changes. Two policies that are either new or have substantial changes were distributed. The Sexual Assault policy has been in place for a number of years, but Corporation Counsel recently reviewed it and recommended one addition to the policy. The change is under the policy/procedure section under #4 the last sentence. "If the patient reports that the assault took place in this facility, the Waukesha County Sheriff's Department must be notified". This is the only change.

Joe Vitale asked about #7 and Dr. Cusatis stated that we would refer a patient to Waukesha Memorial Hospital's sexual assault nurse educators who would provide the examination, support and education.

The other policy is titled, "Inappropriate Physical Contact Between Patients or Between Patients and Visitors". Vitale had a question about the third to last line under #1 of policy/procedure which is "staff are expected to intervene...". Committee members feel the use of the word "required" should replace "expected". Brandtjen also noted that staff notification of the guardian is included in this policy, but is not as explicit in the Sexual Assault Policy and asked that this be reviewed by the Medical Staff and modified appropriately. Dr. Cusatis stated she would take this up with the medical staff for the appropriate changes.

MOTION: Vitale made a motion seconded by Farrell to allow the medical staff to vote on the changes and allow interim implementation following medical staff approval prior to the next Joint Conference Committee in December. All voted and the motion carried.

Next meeting agenda items:

An item on the next agenda will be the final approval of the two policies reviewed today. Also on the agenda will be the discussion on the membership of this committee and its terms. Appointments and reappointments to the Medical and Psychological Staff will also occur at the December meeting.

Janel Brandtjen asked if there is anything the committee needs to see around the hospital as far as changes, etc. Dr. Cusatis stated that some of the things going on now are changing the locks on the exterior doors to have card access for all entrances on the west half of the building. The flooring in patient rooms on the A side will be replaced starting the beginning of October. Additional cameras are being installed in the seclusion rooms and visitors lounge and at the entrance to Unit B. DeMares said there will be a tour at the December meeting.

The 2011 hospital rate will also be discussed at the next meeting.

Dr. Cusatis stated they also have a new contractor for laundry and transcription services.

The next meeting will be on Monday, December 6, 2010.

Adjournment:

There was no other business.

MOTION: Joe Vitale made a motion seconded by Dennis Farrell to adjourn the meeting. All voted and the motion carried. The meeting adjourned at 2:10 p.m.

Respectfully submitted,

Kathy Leach
Recorder

Approved by: Joseph A. Vitale Date: 12/6/2010

